



Job Title	Safety Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	12746

Class Specification – Safety Specialist

Summary Statement:

The purpose of this position is to support the employee safety program by providing broad range of consulting and safety services by working with and supporting various departments. This is accomplished by developing safety training; conducting training sessions for employees concerning safety laws and regulations; the proper use of safety equipment; investigating causes of accidents or injuries and develop solutions to minimize or prevent recurrence; compiling, analyzing, and interpreting statistical data related to exposure factors concerning accidents; and implementing an employee driver safety program to reduce property damage and bodily injuries.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Develops safety training materials and presents training materials in a variety of formats in compliance with current federal and state guidelines; and ensures safety documents are accurate and readily accessible for all employees.
20%	Develops and implements the employee driver safety program to reduce property damage and bodily injuries.
30%	Conducts onsite evaluations throughout the City and investigates accidents to determine root cause; and makes recommendations regarding safety factors to help minimize or prevent future accidents.
10%	Compiles, analyzes, and interprets statistical data related to exposure factors concerning accidents; and makes recommendations for improving areas that pose potential risk factors.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in occupational safety or a related field.

Experience: Five years of full-time experience as a safety professional including one year of administrative and/or lead supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Associate Safety Professional	With nine months of hire
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital projects(s). May recommend budget allocations.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015